Adding OhioSTART Service Costs

Knowledge Base Article

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Overview

This knowledge base article discusses how agencies can use the existing **Maintain Services** functionality to enter OhioSTART service costs. These service costs will be necessary to complete the Invoicing process.

Navigating to the Maintain Services Screen

From the SACWIS Home Page:

1. Click the **Financial** Tab.
2. Click the **Services** Tab.
3. Click, **Maintain Service** in the navigation pane.

The **Maintain Service** screen appears, displaying the **Agency Services Search Criteria** grid.

Selecting Services

1. From the Agency Services Search Criteria grid, make the selection from the **Service Category** drop-down menu that best fits the service being added.
2. Make a selection from the **Service Type** drop-down menu.
   Note: If the service is a diagnostic assessment, the user could select the Service Category of **Diagnostic** and the Service Type of **Drug Diagnostic Services**.
3. Click, **Search**.

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The **Agency Services Search Results** grid appears, displaying existing services.

4. Select **Add Service**.

The **Agency Services Details** screen appears.

Adding OhioSTART Specific Service Descriptions

1. From the Agency Services Details screen, user can edit the Service Description and Service Long Description to be OhioSTART specific.

To Ensure that services are properly recognized for reimbursement, some examples of possible service descriptions are:

- Allowable County Expenses
- County Travel
- County Mileage
- START Caseworker Service

2. For **County Travel** and **County Mileage**, this wording needs to be exact to ensure they are created with the correct funding stream.
3. Then, select the **Add Service Cost** button to be navigated to the **Standardized Cost Details** screen.

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The **Standardized Cost Details** screen appears.

Adding OhioSTART Specific Standardized Costs

1. Select the **Effective Date** of the service.
2. Make a selection from the **Unit of Measure** drop-down menu.
3. Enter the **Standardized Cost**.
4. Click, **Save**.

Once Saved, this service can be added to the specific OhioStart Provider record for the agency.

For more information on adding services to the provider record, please reference the following Knowledge Base Article: Adding Other Services Under Service Credentials.

If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.

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